

MANUAL LICENSE RENEWAL APPLICATION

1800 37M-407 (NEW 6/00)

400 R ST., SUITE 3150, SACRAMENTO, CA 95814-6240

TELEPHONE: (916)445-4933 TDD: (916)322-1700

WEBSITE ADDRESS: <http://www.bbs.ca.gov>

SSN# _____

LICENSE NUMBER _____

AMOUNT ENCLOSED _____

Make check payable to:**Board of Behavioral Sciences****Continuing Education/Inactive Information**A ☐ I have completed the required hours of CE within the last two years or have been granted an exception by the board.B ☐ I have not completed the required CE and/or please renew my license with an inactive status. I understand that while my license is expired or inactive, it is unlawful to practice and constitutes cause for criminal action. Additionally, I will not engage in any activity for which an active license is required.**FOR ALL LICENSEES:** I certify under penalty of perjury under the laws of the State of California that the foregoing information is true and correct.

SIGNATURE _____ DATE _____

* NAME _____

ADDRESS _____

☐ Please mark this box if
this is a change of address**RENEWAL FEES** (Circle correct amount)

	Active	Inactive	Delinquent
MFT	\$130.00	\$65.00	\$65.00
LCSW	\$100.00	\$50.00	\$50.00
LEP	\$ 80.00	\$40.00	\$40.00

(Detach Here)

IMPORTANT INFORMATION

The renewal fee listed above must be postmarked on or before the expiration date of your license. Add the appropriate delinquent fee to the active renewal amount if postmarked after the expiration date. **THERE IS NO GRACE PERIOD.** A license that is not renewed by the expiration date is deemed expired. **IT IS ILLEGAL TO PRACTICE ON AN EXPIRED LICENSE.**

CONTINUING EDUCATION (MFT& LCSW ONLY)

CE is required to renew a license with an active status.

18 hours of CE are required to renew an initial license.

36 hours of CE are required to renew a license for each two-year renewal period.

DO NOT SUBMIT PROOF OF CE WITH RENEWAL.**INACTIVE STATUS**

CE is not required to renew an inactive license or to change license status to inactive. There is no penalty for having an inactive status, and you can renew with an inactive status indefinitely. An inactive license can be reactivated at any time by completing the CE required at the time of reactivation and paying the remainder of the renewal fee.

Please be aware of the following information:

- ❶ A licensee's status and address of record is public information.
- ❷ A licensee is not entitled to payment by a client or an insurer for services performed while license is expired or inactive.
- ❸ A licensee may not supervise or sign off hours for MFT interns or associate clinical social workers while the license is expired or inactive.
- ❹ A license that is not renewed within 5 years after its expiration date will be cancelled. To be licensed again, you will be required to reapply for a new license, meet all current requirements, and pass the licensing examinations.
- ❺ Disclosure of your social security number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c) (2) (c)) authorizes collection of your SSN.

***NAME CHANGES:** If you have a name change that you would like to have processed with the renewal application, you must submit a "Notification of Name Change Form" with the appropriate documentation. This form is available from the board office or from our website.

DISPLAY OF LICENSE: A licensee is required to display their license in a conspicuous place in their primary place of business.